

# South Carolina Department of Disabilities & Special Needs

## Early Intervention Services Review Tool – FY2021

### Early Intervention Qualified Provider Review

EIP-01	The Provider keeps service recipients' records secure and information confidential.	Source: DDSN Directive 167-06-DD.
EIP-02	Provider Board of Directors receive annual training regarding DDSN Contract expectations and the provider's capacity to meet expectations. Applies to DSN Boards only.	Training is provided to members of the BOD within 90 days of appointment to the Board and their participation is documented. 1) Determine that annual training is provided by a qualified outside entity. 2) Determine that participation at the training is properly documented. 3) Review the content of the training to determine it is appropriate. Source: Administrative Agency Standards
EIP-03	Board / Provider implements a risk management and quality assurance program consistent with 100-26-DD and 100-28-DD.	Provider demonstrates implementation of risk management/quality assurance principles and signed, dated minutes from the Risk Management Committee quarterly reviews through the following measures: <ul style="list-style-type: none"> <li>designated risk manager and a risk management committee</li> <li>written policies/procedures used to collect, analyze and act on risk data</li> <li>documentation of remediation taken;</li> <li>correlating risk management activities with quality assurance activities;</li> <li>developing contingency plan/disaster plan to continue services in the event of an emergency or the inability of a service provider to deliver services. Plan must be reviewed annually.</li> </ul> Source: DDSN Directives 100-26-DD and 100-28-DD
EIP-04	The Early Intervention Provider will have a Human Rights Committee or documented accessibility to a Human Rights Committee if consultation is needed regarding services and supports to a child and family.	Source: South Carolina Code Ann. 44-26-70 and DDSN Directive 535-02-DD.
EIP-05	Vendors conducting business with the provider agency have been appropriately screened against the OIG Exclusions list.	Provider will maintain documentation of review of OIG Exclusion list. Source: Contract for ... Capitated Model and Source: Contract for ... Non-Capitated Model
EIP-06	The Provider employs Early Intervention Staff who meet the minimum education requirements for the position.	See Early Intervention Manual for educational, vocational and credentialing requirements. Applies to new employees working less than 12 months.
EIP-07	The Provider employs Early Intervention Staff who meet the criminal background check requirements for the position, prior to employment.	Source: DDSN Directive 406-04-DD. Applies to new employees working less than 12 months.
EIP-08	The Provider employs Early Intervention Staff who continue to meet the criminal background check requirements for the position, upon required recheck.	Source: EI Manual, DDSN Directive 406-04-DD Re-check required every 3 years.
EIP-09	The Provider employs Early Intervention Staff who meet the CMS "List of Excluded Individuals/ Entities" check requirements for the position.	Source: DDSN Directive 406-04-DD. Applies to new employees working less than 12 months.
EIP-10	The Provider employs Early Intervention Staff who meet the DSS Central Registry check requirements for the position.	Source: DDSN Directive 406-04-DD. Applies to new employees working less than 12 months.
EIP-11	The Provider employs Early Intervention Staff who meet the TB Testing requirements for the position, prior to direct service contact.	Source: DDSN Directive 603-06-DD. Applies to new employees working less than 12 months.
EIP-12	The Provider employs Early Intervention Staff who meet the annual TB Testing requirements for the position.	Annual TB Testing must be completed by the last day of the month in which it was due. If the provider is using the Provider Wide Exception/Risk Assessment identified in the Directive 603-06-DD, documentation of the review, assessment of risk classification, and review schedule must be available. Source: DDSN Directive 603-06-DD and EI Standards.
EIP-13	The Provider employs Early Intervention Staff with acceptable reference check requirements for the position.	Source: DDSN Directive 406-04-DD. Applies to new employees working less than 12 months.
EIP-14	Early Intervention staff must pass mandatory, competency-based ANE training, as required, during pre-service orientation.	Source: Early Intervention Standards and DDSN Directive 534-02-DD. Applies to employees working less than 12 months.
EIP-15	The Provider employs Early Intervention Staff who, when employed after 1 year, must pass competency-based ANE training within 12 months of their prior training date(s).	Source: Early Intervention Standards and DDSN Directive 534-02-DD. Applies to new employees working more than 12 months. Training must be completed by the last day of the month in which the training was due.
EIP-16	The Provider employs Early Intervention Staff who must complete new employee competency- based training requirements, as required in 567-01-DD.	Source: DDSN Directive 567-01-DD. Applies to employees working less than 12 months.
EIP-17	The Provider employs Early Intervention Staff who, when employed for more than 12 months, must be current in CPR, First Aid, Crisis Management, and receive an additional 10 hours of continuing education.	Source: DDSN Directive 567-01-DD. Applies to new employees working more than 12 months. Training must be completed by the last day of the month in which the training was due.
EIP-18	Annually, the Provider employs Early Intervention Staff who are made aware of the False Claims Recovery Act, that the Federal government can impose a penalty for false claims, that abuse of the Medicaid Program can be reported and that reporters are covered by Whistleblowers' laws.	Source: Contract for ... Capitated Model and Source: Contract for ... Non-Capitated Model Training must be completed by the last day of the month in which the training was due.

## Early Intervention Services-

EI-01	Written Prior Notice is given to the family prior to six-month update and annual IFSP.	<b>Not Applicable to DDSN Only</b> Source: IDEA, BabyNet Manual
EI-02	Written Prior Notice is given to the family prior to a formal change review of the IFSP.	<b>Not Applicable to DDSN Only</b> Source: IDEA, BabyNet Manual
EI-03	The Parent/Caregiver is provided a copy of the Plan annually and at the 6-month review. <b>DDSN only</b> – The Parent/Caregiver is provided a copy of the Plan annually and at the 6-month review within 10 business days of completion.	Source: BabyNet Manual, DDSN EI Manual
<b>EI-04R</b>	<b>Individualized Family Service Plan (IFSP)/Family Service Plan (FSP) is completed annually.</b>	If not met, document review period dates and date range out of compliance. IFSP must be current within one year, not to exceed 6 months from the last 6-month review, if applicable. The last page must be signed by the family and the EI. Source: IDEA, BabyNet Manual, DDSN EI Manual
EI-05	IFSP/FSP six-month review is completed within 6 months from the initial/annual review of the IFSP/FSP.	Source: IDEA, BabyNet Manual, DDSN EI Manual
EI-06	Documentation exists that the Early Childhood Outcomes (ECO) were assessed and documented on the Child Outcome Summary (COS) at entry.	<b>Not Applicable to DDSN Only</b> Source: IDEA, BabyNet Manual
EI-07	Documentation exists that the EI sought the input of other team members during the completion of the entry COS.	<b>Not Applicable to DDSN Only</b> Source: IDEA, BabyNet Manual
EI-08	Documentation exists that the Early Childhood Outcomes (ECO) were assessed and documented on the Child Outcome Summary (COS), if applicable, at exit.	<b>Not Applicable to DDSN Only</b> Note: If the child received six months or less of services, the ECO exit will not be required. No exit required if provider did not complete entry. Source: IDEA, BabyNet Manual
EI-09	Documentation exists that the EI sought the input of other team members during the completion of the exit COS.	<b>Not Applicable to DDSN Only</b> Source: IDEA, BabyNet Manual
EI-10	IFSP/FSP includes current developmental information.	<b>Not Applicable to DDSN Only</b> Source: IDEA, BabyNet Manual, DDSN EI Manual
EI-11	All BabyNet services are listed on the “Planned Services” section of the IFSP, to include intensity, frequency, length, and a start and end date.	<b>Not Applicable to DDSN Only</b> Note: Must have an end date from plan to plan. Source: BabyNet Manual
EI-12	If the child's IFSP/FSP indicates the need for more than 4 hours per month of family training, the service notes indicate that information has been sent to the Office of Children's Services for review. A Service Justification Form signed by staff from the Office of Children's Services must be present in the file.	Source: DDSN EI Manual
EI-13	All needs that are documented on the child's IFSP are provided within 30 days of identification unless there was a child/parent driven reason why the service wasn't provided.	<b>Not Applicable to DDSN Only</b> If no provider available or the child is placed on a provider waiting list, EI should make monthly attempts to locate a provider. If monthly follow up is documented in services notes, do not cite. Delays in service provision at the request of the family should not be considered. Delays due to the inability to locate a family or their lack of attendance at scheduled appointments should not be considered. Source: BabyNet Manual
EI-14	Transition to other services or settings is coordinated.	Source: DDSN EI Manual, EI Services Provider Manual, BabyNet Manual
EI-15	The Transition referral is sent to the LEA by the time the child turned 2.6 years old.	<b>Not Applicable to DDSN Only</b> Source: EI Services Provider Manual, BabyNet Manual
EI-16	Transition Conference is held no later than 90 days prior to the child's third birthday.	<b>Not Applicable to DDSN Only</b> Source: EI Services Provider Manual, BabyNet Manual
EI-17	Outcomes/goals are based on identified needs and the team's concerns relating to the child's development.	Source: EI Services Provider Manual, BabyNet Manual, DDSN EI Manual
EI-18	Outcomes/goals are/have been addressed by the Early Interventionist.	Source: EI Services Provider Manual, BabyNet Manual, DDSN EI Manual
EI-19	DDSN Only - Curriculum Based Assessments are completed every 6 months or as often as changes warrant. BabyNet Only - Curriculum Based Assessments are completed annually.	Source: EI Services Provider Manual, BabyNet Manual
EI-20 W	Family Training is provided according to the frequency determined by the team and as documented on the IFSP “Planned Services” section of the IFSP or the “Other Services” section of the FSP.	If the parent/caregiver cancels the visit the EI does NOT have to offer to make the visit up. Source: EI Services Provider Manual, BabyNet Manual, DDSN EI Manual
EI-21	Family Training summary sheets include goals and objectives for each visit as well as follow-up objectives for the next visit. Follow up goals and objectives are not required for family training summary sheets which document only Service Coordination activities.	Source: DDSN EI Manual
EI-22 W	Entries for Family Training visits include how parent/caregiver(s) actively participated in visit.	Source: DDSN EI Manual, EI Services Provider Manual
EI-23	Family Training activities should vary. Activities planned must be based on identified outcomes on the IFSP/FSP.	Source: DDSN EI Manual

El-24	Family Training activities correspond to outcomes on the outcome/goal section on the IFSP/FSP.	Source: DDSN EI Manual, EI Services Provider Manual
El-25	If the Early Interventionist is unable to provide Family Training for an extended period of time (more than a month) the family is offered a choice of an alternate Early Interventionist.	Source: IDEA, BabyNet Manual, DDSN EI Manual
El-26	Service Notes document why and how the Early Interventionist participated in meetings/appointments on the child's behalf.	Source: DDSN EI Manual
El-27	If applicable, documentation in service notes indicates that the case was closed.	Source: DDSN EI Manual
El-28	Medical Necessity form is completed prior to any services being delivered and/or reported.	Source: EI Services Provider Manual
<b>El-29 R</b>	<b>Service Agreement is signed and present in file once a need for a DDSN service has been identified.</b>	<b>Not Applicable to BabyNet Only</b> Source: DDSN EI Manual
El-30	The Choice of Early Intervention Provider is offered annually.	<b>Not Applicable to BabyNet Only</b> Source: DDSN EI Manual
El-31	IFSP/FSP "Other Services" section reflects the amount, frequency and duration of services being received. For the IFSP, this section should reflect non-BabyNet services (Waiver, Family Support Funds, Respite, ABC, etc.). For the FSP, this section should reflect all current services.	<b>Not Applicable to BabyNet Only</b> Source: IDEA, BabyNet Manual, DDSN Manual
El-32	<b>DDSN Only</b> – There is a signed Service Justification form in the file for any child 5 years of age or older being served in Early Intervention.	Source: DDSN EI Manual
El-33	<b>DDSN Only</b> – When file is transferred from another Case Management/Family Training provider a new FSP is completed or the current plan is updated within 14 days.	Source: DDSN EI Manual
El-34	<b>DDSN Only</b> – FSP includes current information relating to vision, hearing, medical and all areas of development to include health.	Source: DDSN EI Manual